

### **To Run for Local Office You Must:**

- **Be a resident of Somerville for at least six months.**
- **Be a registered voter in Somerville (for city-wide office).**
- **Be a registered voter in a specific ward (to run for a ward office).**
- **File the required number of certified signatures, in a timely fashion, on Nomination Papers provided by the Election Department.**

### **Candidate Information - Please Read Carefully**

1. Somerville Elections are nonpartisan. Party affiliation will not appear on the ballot.
2. Each candidate shall file with the Election Department, prior to obtaining blank nomination papers, a statement containing his/her name and address, and the city office for which he/she intends to be a candidate.
3. No candidate for city office shall receive more blank nomination papers than will contain the number of signatures required to place his/her name in nomination, multiplied by five. If they are lost, we cannot replace the nomination papers.
4. The Election Department shall not furnish such papers to any person other than a candidate seeking nomination or a person presenting the signed authorization of a candidate to secure such papers on his/her behalf.
5. The candidate statement and the petition accompanying the candidate statement must be filled out completely before papers are circulated - so voters know whose papers they are signing and for what office.
6. Mayoral candidates and At Large candidates may have any Somerville registered voter sign their nomination papers.
7. Ward candidates may only have registered voters from that ward sign their papers.
8. A candidate may only run for one local elected office. - If a candidate changes his/her mind about which office he/she is seeking, the candidate must return all nomination papers - and start anew. (Also change Campaign Finance Organizational Report, if in place).
9. A letter of authorization is required by any person, other than the candidate, turning in nomination papers to be certified.
10. All nomination papers submitted by any candidate for certification must be filled out completely; otherwise the nomination paper will not be accepted.
11. The first nomination paper submitted to the Election Department by any candidate must be notarized. (The Election Dept. does not notarize)
12. Every voter signing a nomination paper shall sign in person as registered or substantially as registered and shall state the address where he or she is currently registered. If a voter signs

a nomination paper and the address is not the same as where they are listed, the signature is not certified.

13. Nomination papers are date and time stamped upon receipt in Election Department. Certification of nomination papers is done in order - of date and time stamp.
14. If a registered voter signs more than one nomination paper for the same office (except Alderman at Large) the candidate with the earliest date/time will receive credit for that signature. A registered voter may sign nomination papers for four Aldermen at Large candidates.
15. Submit many more than the required number of signatures to the Election Dept. for certification. It is better to turn in papers for certification periodically - you do not need to hold papers and turn them all in at once.
16. All Candidates are required to file a Statement of Financial Interest (Ethics form) with the Somerville Election Department.
17. Candidates should form a committee and follow rules as set forth by the Office of Campaign and Political Finance.  
**Note: Candidates for Mayor, Alderman at Large and Ward Alderman must contact and file with the Office of Campaign and Political Finance at 617-979-8300 or [ocpf@cpf.state.ma.us](mailto:ocpf@cpf.state.ma.us). You can also visit the OCPF Website at [www.ocpf.us](http://www.ocpf.us). Candidates for School Committee will file Statement of Organization and Campaign Finance reports with the Somerville Election Department.**
18. The candidate may state, on one or more nomination papers, in not more than eight words, the public offices that you hold or have held. The statement shall clearly indicate that you are a former incumbent thereof if such is the case and, if you are an elected incumbent of an office for which you seek renomination, that you are a candidate for such renomination and if you are a veteran, as defined in section one of chapter thirty-one, the word "veteran" may be included in the eight word statement.
19. If you are going to have headquarters, please try not to have the location within 150 feet of a polling place. If you do, all signs, posters, etc. will have to come down before the polls open on either preliminary or Election Day. Also, vehicles with roof racks, etc. will have to abide by the same rule.

<u>Office</u>	<u>#of certified signatures to get on the ballot</u>	<u>1/5 more certified by the Board</u>	<u>Total # of signatures certified by the Board</u>	<u>#of nomination papers given</u>
Mayor .....	250.....	50 .....	300.....	50
Ald-at-large .....	150.....	30 .....	180.....	30
Alderman.....	100.....	20 .....	120.....	20
School Committee .....	100.....	20 .....	120.....	20